

## How to Register and Pay for OLLI Courses & Workshops

### To register for OLLI Courses & Workshops

- You must be a current member and be signed into your OLLI account. Not sure how to sign in? Please consult the following: [Visual guide to registration for current OLLI members](#)

### Once you are signed in and on the Registration Homepage.

Select **Courses & Workshops** from the six photo buttons on that page.  
(It shows OLLI members on the beach.)

The screenshot shows the OLLI Registration Homepage. At the top, a dark blue navigation bar contains the text "Welcome, YOUR NAME" and a "Sign Out" button. Below the navigation bar, the page title "Registration Homepage" is displayed. On the left side, there are two buttons: "Sign In Or Create Account" and "Donate To OLLI". In the center, there are two red callout boxes. The first box says "Look for your name to confirm you are signed in!" with an arrow pointing to the "YOUR NAME" text in the navigation bar. The second box says "Go to Courses & Workshops (Click on the photo of OLLI members on the beach.)" with an arrow pointing to a photo button. At the bottom, there are three photo buttons: "WORKSHOPS" (left), "COURSES & WORKSHOPS" (center), and "LECTURE SERIES" (right). The "COURSES & WORKSHOPS" button features a photo of a group of people on a beach.

**The Courses & Workshops page shows four buttons. These organize the list of offerings in four different ways.**

**Search by clicking on one of the blue buttons:**

- Topic Areas
- Schedule (Days of the Week)
- Using OLLI Course Catalog Search
- Or, select Courses by Delivery Styles (i.e. In-person)

**Choose the option that suits you.**



If registration is open and available, you can search for through the offerings. If you find a course or workshop you would like to register for click on the “Add to Cart” button. (See the example below).

**Voice Overs ... Now Is Your Time!**

In what could be the most enlightening webinar you've ever taken, our instructor and professional voice coach will show you how you can actually begin using your speaking voice for commercials, films, videos, and more? Format includes lecture and discussion.

**Voice Overs ... Now Is Your Time!**

**Remote**  
**Fee:** \$20.00  
**Dates:** 2/6/2025 - 2/6/2025  
**Times:** 6:30 PM - 8:30 PM  
**Days:** Th  
**Sessions:** 1  
**Building:** Remote  
**Room:** Zoom  
**Instructor:** Justine Reiss  
**Seats available:** 20

In what could be the most enlightening webinar you've ever taken, our instructor and professional voice coach will show you how you can actually begin using your speaking voice for commercials, films, videos, and more? Format includes lecture and discussion.

**Add To Cart**

You will see the “Add To Cart “ button if registration is open. Click on this and add it to your cart.

## The Cart window will open on the right of your page

**Check the right item is in your cart**

Do you want to continue shopping? (You can add more items to your cart before you check out.)  
Click on **“Return to Course Catalog”** to continue browsing.

Ready to go to the payment process? Click **“Check Out”**

**YOUR CART**

VOICE OVERS ... NOW IS YOUR TIME!  
SKU: W25WOR100101 Price \$20  
Start Date: 2/6/2025

SUBTOTAL (1 ITEMS) \$20  
Discount codes are calculated at checkout.

[RETURN TO COURSE CATALOG](#)

**CHECK OUT**

## Next window – Your Shopping Cart

**Shopping Cart**

Preview the items in your cart. When you're ready to purchase, click Check Out.

[← Continue Shopping](#)

[← Donate To OLLI](#)

You can add more classes to your cart by clicking on **“Continue Shopping”**

You can also make a donation to **OLLI!**

ITEM	PRICE	DETAILS
<a href="#">Voice Overs ... Now Is Your Time!</a> Section 01 6:30 PM-8:30 PM 2/6/2025-2/6/2025 1 Sessions Remote, Room: Zoom Instructor: Justine Reiss	\$20.00	<a href="#">Remove item</a>

TOTAL: \$20.00

After making sure you have everything you want in your cart click on the **“Check Out”** button again

**Check Out**

**What to expect in the payment process.**  
(Be prepared to go through a number of windows.)

**First Step – verifying your OLLI account contact information.**

1. Please check that you have what you want to pay for in your shopping cart.
2. Next, check that your contact information is correct and up to date.  
(Use the edit button to make and necessary updates.)
3. Apply any Promo Codes you have from OLLI.

**Second Step - After verifying your OLLI account information, you will enter the Credit Card Payment Process**

4. Please note OLLI cannot accept Apple Pay
5. Follow the directions for paying by credit card. Some of this will feel repetitive as the credit card company will also want to verify your contact information and billing address. etc.
6. Carefully enter your credit card numbers with no dashes or spaces.
7. Double-check your credit card account number as a mistake will cause a delay in processing your order.

**When you have completed the payment process you will receive an email confirming your registration.**